

Help ReVITALize Our Community!

United Way of Northern Arizona VITA Program

JOIN HANDS
OPEN YOUR HEART
LEND YOUR MUSCLE
FIND YOUR VOICE



Over \$3.3 million was returned to eligible working families in 2013

- Become a volunteer and help families keep more of their income. See how the **Earned Income Tax Credit** and tax preparation can help keep families out of poverty.
- No experience necessary! Volunteers are needed on an ongoing basis January to April.

Volunteer Opportunities

- Tax Preparer
- Screener
- Greeter
- Quality Reviewer
- Bilingual Volunteers
- Site Coordinators

As a Volunteer Tax Preparer you will:

- Receive free IRS certification training
- Gain valuable tax knowledge
- Have flexibility based on your schedule
- Serve your community and give back
- There are volunteer opportunities for **EVERYONE!**

Contact: United Way of Northern Arizona
Eileen Sherlock
Income Coordinator
888.635.0545
E-mail: volunteer@nazunitedway.org



United Way of Northern Arizona
NAZUnitedWay.org



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No experience necessary, volunteer opportunities for all levels!
Review following responsibilities and contact United Way at 1.888.635.0545 or
E-mail volunteer@nazunitedway.org for more details.

TAX ASSISTOR

- Participate in IRS tax training and pass certification test.
- Work closely with tax payers to prepare their income tax return in accordance to IRS regulations.
- Enter tax information in software to complete tax return.
- Note-site coordinator & quality reviewer are available to answer any questions.

SCREENER

- Participate in IRS ethics training and pass certification test.
- Participate in and complete Screening training, approximately 4 hours.
- Work one on one with tax payers to ensure they have proper tax documents.

GREETER

- Participate in IRS ethics training and pass certification test.
- Participate in and complete Greeter training, approximately 2 hours.
- Have tax payers to sign in and welcome with friendly smile.
- Hand out intake form to tax payer.

QUALITY REVIEWER

- Participate in IRS tax training and pass advance level certification test.
- Check completed tax forms for errors utilizing the IRS checklist and advise tax preparer of any changes made.
- Work closely with site coordinator to keep site flow smooth.

BILINGUAL VOLUNTEER

- Participate in IRS ethics training and pass certification test in area of interest.
- Provide bilingual assistance in area of training completed.
- Work closely with tax payers.

SITE COORDINATOR

- Participate in IRS tax training and pass advance level certification test.
- Upon approval from United Way, participate in Site Coordinator training.
- Provide assistance to volunteers at tax site, in accordance to IRS regulations.



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